



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

****INTERNAL** Manager of Fair Housing, Data Management and Reporting Division**

Job Posting Number: 19-014	State Classification: Manager III/1602
Division: Fair Housing, Data Management and Reporting	State Pay Grade: B24
Department: Programs	Posting Date: December 4, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: 12/10/18
Starting Salary: \$ 5,000 - \$6,250 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

****INTERNAL****

Performs complex managerial work administering the daily operations and activities relating to the Fair Housing, Data Management, and Reporting (FHDMR) section. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards; coordinating and evaluating the section's deliverables; developing and evaluating budget requests; and monitoring budget expenditures. The section is responsible for fair housing, performance measures, data analysis, reporting, and database services. Oversees all fair housing initiatives across the Department including: planning, developing, and implementing protocols and databases for managing, and measuring fair housing activities within the Department; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public; serving as the Department's key contact for issues related to fair housing; implementing HUD's Affirmatively Furthering Fair Housing rule; and ensuring a fair housing planning tool is accomplished for the State of Texas. Trains, directs, assigns and/or prioritizes the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.



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SPECIFIC JOB FUNCTIONS

- Manages the activities of the FHDMMR section and staff.
- Responsible for the FHDMMR section's deliverables within the Department including, but not limited to, performance measures for LBB and other ABEST required processes, database support services, data analysis, affirmatively furthering fair housing and the preparation and ongoing maintenance of the Department's fair housing planning document.
- Works with management throughout the Department to assess program plans, processes, rules and requirements to appropriately address the affirmative furthering of fair housing.
- Upon approval by the Department's Board of a final Analysis of Impediments to Fair Housing, takes steps to proceed on the actions identified in that document.
- Reviews, analyzes and evaluates the impact of legislation, regulations and policy related to fair housing activities occurring at the national and state level, and make appropriate recommendations to Department activities.
- Supports the legislative staff with review of bills and hearings, and provides analysis.
- May collaborate jointly with the Housing Resource Center on joint projects and initiatives.
- Oversees and measures progress of TDHCA in achieving stated goals and objectives of Fair Housing and prepares reports.
- Oversees program analyses, research studies and internal reviews.
- Manages the Assessment of Fair Housing ("AFH") including continual review and refinement of the AFH. Oversees the performance of a variety of technical, training, research, planning, policy, program assessment, and administrative activities for assigned program(s).
- Acts as a liaison with other state agencies receiving HUD funds in the coordination of fair housing related activities, including collection of data for completion of annual or periodic plans and reports.
- Designs and manages data management systems and protocols to support fair housing certifications and to inform decisions necessary to affirmatively further fair housing in the administration of the Department's programs.
- Develops training materials and provides trainings or presentations that address fair housing, best practices and other programmatic issues to professional organizations, governmental entities and the public.
- Manages external third party contracts relating to services or needs related to the Department's efforts in affirmatively furthering fair housing.
- Oversees the analysis, implementation, and documentation of fair housing or other related policies.
- Oversees the collection, organization, analysis, and preparation of materials in response to requests for information and reports.
- Manages staff development plans and activities.
- Plans, assigns, and supervises the work of others.
- Performs related work as assigned.



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- Travel required 5-10%.
- Responsible for becoming fully knowledgeable of, and implementing and maintaining, the Department's Enterprise Risk Management Program for Fair Housing high impact processes and developing and recommending controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in urban planning, economics, or other relevant area is required. Experience and education may be substituted for one another.
- At least three (3) years experience with U.S. Department of Housing and Urban Development ("HUD") programs is required.
- At least three (3) years experience with the implementation of state and/or federal laws, statutes, and rules is required.
- At least two (2) years experience with databases, data management and analysis and compiling data for performance reports and policy direction is preferred.
- Experience in project management is required.
- Experience in Training is generally preferred.
- Experience in Fair Housing is generally preferred.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of fair housing concepts; principles; and of local, state and federal laws relating to affordable housing, TDHCA, and Fair Housing.
- Knowledge of governmental organization and administration.
- Effective writing, listening, and speaking skills.
- Ability to manage projects, organize and coordinate complex multiparty activities.
- Ability to organize and report from third party data sources, particularly towards use in policy making.
- Ability to gather, assemble, correlate and analyze data and facts; to analyze and evaluate planning materials.
- Ability to identify data points to be tracked to document efforts to address impediments to fair housing.
- Ability to plan and schedule work independently.
- Strong research skills.



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PHYSICAL REQUIREMENTS:

- This classification functions in a standard office environment. Ability to drive and travel as needed. Will need to move about the office to access file cabinets, use office machinery, attend meetings in various offices and conference rooms, etc. Must be able to communicate and exchange accurate information via phone, computer, and in person. Must be able to observe and evaluate data in a variety of formats, including hard copy, electronic, and various media formats. Must be able to work non-standard hours including the ability to work beyond 40 hours per week as needed and in compliance with the FLSA.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.



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Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.